

EFTS Checklist – CREATING A FOIA

Begin by Selecting Create New FOIA.

BASIC FORM TAB:

- _____ 1. Examine request to see if it's a regular FOIA, a Privacy FOIA, or a Document Referral;
Enter in the system accordingly (regular FOIA is the Default)
 - a. If a Privacy Act type FOIA, select Sensitive
 - b. If an IIM or Trust Account type FOIA, select Super Sensitive
- _____ 2. Think whether this is Normal, Simple, Complex, or Expedited. Use Normal if assigning it. Normal is the default. (You probably won't know if expedited yet. You may know if the request will be simple or complex at EFTS entry.)
- _____ 3. Date of Request (this is the date on the request itself as written by the requester)
- _____ 4. Date Received – this is the date it came into your office and was seen by a FOIA processor for the right office where the records are
- _____ 5. Date Perfected – put this in only after there are no fee or scope issues
- _____ 6. Enter Subject – be sure to include all key words for future searching. Quote exactly if it will fit within the 500 character max. (If not, quote full subject exactly in General Comments, and make sure all needed keywords are in the Subject field synopsis for future searches. If there is an ACCN # or other related identifier, enter that also for future searching.

REQUEST TAB:

- _____ 7. Enter check mark in the top if expedited processing was requested
- _____ 8. Enter date clarification requested (your letter's date) IF subject needs clarification
- _____ 9. If time extension taken, check the box and enter the reason from our regs. in the appropriate fields. Note – cannot take time extension if requester not given written notice.

REQUESTER TAB:

- _____ 10. Enter name, title, and organization in appropriate fields
- _____ 11. Enter either Home or Business address and phone number, depending on what you've got. Include all available information. Be sure to place on correct side, business vs. home.
- _____ 12. Select type of requester from menu at the bottom

FEES TAB:

- _____ 13. Select requester fee category
- _____ 14. Enter Check if fee waiver requested. (If formally granted or denied, check that also.)
- _____ 15. If they did not agree to pay fees, remove default checkmark from "Willing to Pay Fee."
- _____ 16. Put in amount requester agreed to pay, if applicable. (Update if this changes later.)
- _____ 17. IF there are fee issues, check mark by "Any fee issues?"
- _____ 18. IF fee issues, enter date fee issues clarification requested in your letter

SAVE AT THIS POINT

ATTACHMENTS TAB:

- _____ 19. If you use scanning in your processing, scan request and attach, BUT NOT PRIVACY.

SAVE AGAIN

ACKNOWLEDGMENTS TAB:

- _____ 20. Either generate letter, print, and click on Yes and Save, or prepare your acknowledgement letter immediately, then enter EFTS again, click Yes, enter No if not system generated, and Save.
- _____ 21. Enter date letter sent. Date received is the default date.

SAVE AGAIN